



User Guide

ATTRBuTE v2.0

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1. About ATTrBuTE

- 1.1 ATTrBuTE is a tool for assessing the quality of a travel plan prepared as part of the development control planning process in London. ATTrBuTE version 2.0 was launched online in June 2009 and supersedes version 1.0, which was released as a desk-based application in July 2008.
- 1.2 ATTrBuTE contains a series of criteria designed to test the extent to which a travel plan has been prepared in accordance with Transport for London's [Guidance for workplace travel planning for development](#) and [Guidance for residential travel planning in London](#) published in March 2009. The tool can be used by local authority officers assessing a travel plan and by travel plan authors (developers, consultants) to check that the travel plan meets the requirements for approval prior to submitting the travel plan to the local authority for assessment.
- 1.3 ATTrBuTE is intended to:
 - Improve the overall quality of development related travel plans by listing the criteria that should be included in the plan and so providing a framework for travel plan preparation.
 - Give consistency to the way travel plans are assessed as part of the development control planning process.
- 1.4 It should be noted that ATTrBuTE cannot be used to predict the outcome of a travel plan, in terms of achieving its objectives and modal shift. The tool provides an assessment of the quality of the travel plan. The specific details relating to targets, local specifics and the value of the travel plan in delivering and managing modal shift will be assessed in the context of the developments location, size, use etc will be evaluated by the relevant borough officer
- 1.5 A pass mark in ATTrBuTE is not a guarantee that the travel plan will be acceptable to the local planning authority.
- 1.6 Should you have any comments or questions regarding ATTrBuTE send an email to stu-lup@tfl.gov.uk, putting 'ATTrBuTE' in the subject box.

2. Quick Start for a New Assessment

- 2.1 Login to ATTrBuTE using your username and password (see paragraph 3.2 for how to obtain your user name and password).
- 2.2 Select New Travel Plan. This will bring up a filtering page (About the Development) that asks a series of questions about the development for which the travel plan has been prepared. The purpose of this is to automatically generate the correct set of assessment criteria to assess the travel plan.
- 2.3 The filtering page also asks for reference details such as planning application number, travel plan title, the contact details of the assessor and the name of the author. These details are then saved for inclusion on the assessment output.
- 2.4 Click save and proceed to assessment once the details have been entered. This will bring up page 1 of the assessment. The type and form of travel plan is stated at the top of page 1 beneath the ATTrBuTE logo.

3. Step by Step Guide to Using ATTRbUTE

- 3.1 This chapter takes the user through each aspect of ATTRbUTE, from acquiring a username and password to generating assessment outputs.

Username and Password

- 3.2 To access ATTRbUTE, you need a username and password. To get a username and password, you should will need to register via the registration page accessed from www.attrbute.org.uk
- 3.3 During the registration process you will set up a username and password, which can then be used to access the tool.

User Login

- 3.4 To login in and start using ATTRbUTE, go to www.attrbute.org.uk and enter your username and password.

Select Plan Page

- 3.5 The Select Plan page is the first page to appear after logging in. This page provides access to any previous travel plan assessments you may have undertaken and is the starting point for undertaking new assessments.

New Travel Plan

- To start a new travel plan assessment, click on New Travel Plan, which links to the About the Development page.

Loading previous travel plan assessments

- Any previous travel plan assessments you have undertaken are displayed in a list below the New Travel Plan link. To load a previous assessment, click on the title of an assessment. Once loaded, the assessment is fully editable.

About the Development Page

- 3.6 ATTrBuTE uses different sets of assessment criteria depending on the nature of the development for which the travel plan has been prepared. The purpose of the About the Development page is to ensure that the relevant set of assessment criteria is generated for the assessment. The About the Development questions are only entered once for each assessment.

Type and Form of Travel Plan Recognised by ATTrBuTE

- 3.7 ATTrBuTE uses different assessment criteria depending on the type and form of travel plan. More information on type and form of travel plan is available in [Transport for London's Guidance for workplace travel planning for development](#) and [Guidance for residential travel planning in London](#) published in March 2009 available on the TfL website - hyperlinks for this can be found on the front page of ATTrBuTE.

Type of travel plan

- 3.8 ATTrBuTE can be used to assess travel plans for developments comprising workplace land uses, residential land use (C3) or mixed workplace and residential use

Type of Travel Plan	Land Use Order
Workplace Travel Plans Developments comprising one or more of the following land use orders	A1 Shops
	A2 Financial and professional services
	A3 Restaurants and cafes
	A4 Drinking establishments
	A5 Hot food takeaways
	B1 Business
	B2 General industrial
	B3-B7 Special industrial groups
	B8 Storage and distribution
	C1 Hotels
	C2 Residential institutions
	D1 Non-residential institutions
	Sui generis
Residential Travel Plans Developments limited to the following land use order	C3 Dwelling houses

Mixed (Residential with Workplace) Travel Plans

Developments comprising land use order C3 plus one or more workplace land use orders

C3 plus

A1-D1

Form of travel plan

3.9 ATTrBuTE uses the following forms of travel plan:

- Framework – a travel plan covering a development that is mixed-use or there are multiple occupiers.
- Full-interim – a travel plan for a single land use development where the final occupier may be unknown. The plan will have set interim targets and may have other elements that will need to be finalised following occupation of the development.
- Full-standard – a travel plan for a single use development where the occupier is known from another site (e.g. a relocation) or the development is an extension to an existing site.

3.10 ATTrBuTE does not contain specific criteria for Enterprise travel plans.

Scoring

3.11 ATTrBuTE comprises scores, weighted questions and essential questions.

Scores

- The basic score for each criterion is 0 or 1, represented as 'no' or 'yes' in the assessment.
- Some questions consist of more than one element. In these cases one mark is assigned to each element (elements are denoted by '1)' and '2)' in the question text).
- When scoring questions with two elements, you must state whether the travel plan meets none of the elements, element 1 only, element 2 only or elements 1 and 2 (1+2).

Q2	Does the travel plan include:	<input type="radio"/> none	Comments	
	1) a breakdown of the different	<input type="radio"/> 1		
	land uses expected on site;	<input type="radio"/> 2		
	2) details of the size of each	<input type="radio"/> 1+2		
	type of land use?			

Weighting

- Some criteria are of greater significance than others and thus contribute more points to the overall score of the travel plan. Given that it has not always been possible to break down such criteria into elements, a weighting is applied to the basic 1 point score.
- Weightings are applied automatically by ATTrBuTE. An overview of weightings is shown on the Summary page at the end of the assessment and in the tables in chapter 4 of this guide.

Essential questions

- These questions are marked by red shading around the question number. The travel plan must score full points for essential questions in order to pass the assessment. If the travel plan scores well in other areas but fails an essential question, the whole travel plan will fail the assessment.

Q5	Does the plan include details of the number of residents expected on site?	<input type="radio"/> no <input checked="" type="radio"/> yes	Comments	
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Comments Boxes for Criteria

- 3.12 A space is provided next to each criterion for any comments the user might have. Comments entered into the boxes are shown on the output from ATTrBuTE. Comments could include suggestions to the travel plan author as to how the score for that aspect of the travel plan could be improved.
- 3.13 Where a criterion has scored 0, the comments box is highlighted in red as a prompt for any comments on the how the criterion could be improved.

Q23	Is it clear whether the Travel Plan Co-ordinator will be a consultant, part of the developer organisation, or appointed from within the occupying organisation?	<input checked="" type="radio"/> no <input type="radio"/> yes	Comments	
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General Comments Box

- 3.14 A space is provided at the end of the assessment for any general comments on the overall quality of the travel plan.

Final Comments	
Q43 Do you have any final comments?	<div>Comments</div> <div></div>



Info Buttons

- 3.15 Green 'i' buttons have been provided next to certain questions where clarification may be required on what the travel plan should contain for that criterion. Clicking on the 'i' button displays the clarification text in a pop-up window. The 'i' buttons are intended as a guide for both authors and assessors.

Q5 Has a completed iTRACE pro-forma document been submitted with the travel plan?	<input type="radio"/> no <input type="radio"/> yes	<div>Comments</div> <div></div>	
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Back to plan list

MAYOR OF LONDON ► Freedom of information ► Jo

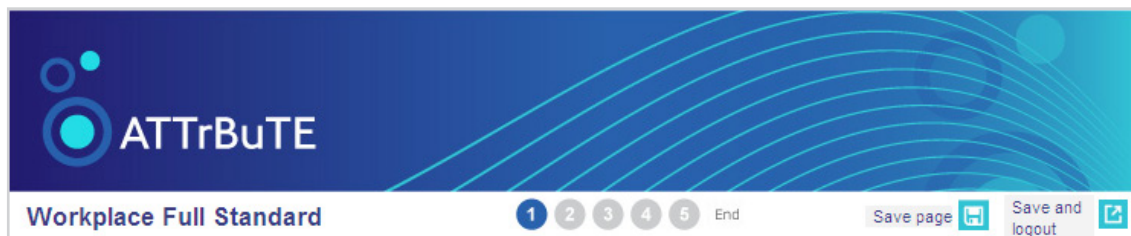
Question Help -- Web Page Dialog

The iTRACE pro-forma includes general information about the site. It is available at: <https://london.itrace.org.uk/Document/iTrace Workplace Pro Forma FINAL.doc>

http://192.168.254.201/ShowHelp. Internet

Assessment Summary Page

- 3.16 Quick links to each assessment page is provided at the top of the page beneath the ATTrBuTE header bar (marked 1, 2, 3, 4, 5, End, see image below).



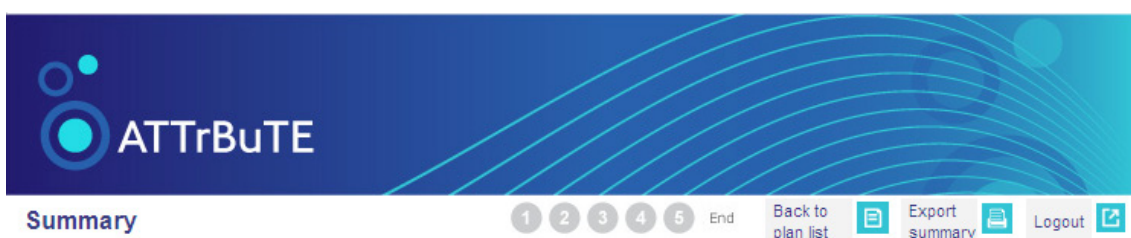
- 3.17 Clicking on End will display the assessment Summary page, which lists all of the questions in the assessment, the score for each and any comments provided. The total score is provided at the bottom of the summary page.


Passing or Failing an Assessment

- 3.18 ATTrBuTE states whether the travel plan has passed or failed the assessment at the bottom of the Summary page.
- 3.19 To pass the assessment, the travel plan must have scored above 70 per cent and contain all the information required by the essential questions. A travel plan that scores above 70 per cent but is missing any of the essential questions will not pass the assessment. Please note a pass score does not guarantee the travel plan will be acceptable to the local planning authority.

Export Summary

- 3.20 At the top of the Summary page there is an Export Summary button.






- 3.21 Clicking on the Export Summary button  will generate an output in MS Word format containing the summary page in a table. The output shows some criteria in red text, these correspond to the essential questions in the assessment.

- 3.22 The output is intended as a reference document that can be made available to the travel plan author to show which aspects of the travel plan meet the requirements for approval and which aspects require further work.



Saving Assessments

- 3.23 Progress can be saved at any time during the assessment by clicking on the Save Page  button at the top of any assessment page. This will save the current status of the assessment.
- 3.24 At the bottom of each assessment page there is a Save and Continue  button, which saves the current status of the assessment and links to the next page in the assessment.
- 3.25 At the top of pages 1-5 there is also a Save and Logout  button, which saves the current status of the assessment and logs out of the site.

Guide to ATTrBuTE criteria and questions

4. Framework Workplace

Question Number	Essential Question?	Question text	Info box text	Scoring options	Weighted scores
Background					
1		Does the travel plan include 1) full address of the development and 2) contact details for the person responsible for preparing the travel plan?		None 1 2 1+2	
2		Does the travel plan include: 1) a breakdown of the different land uses expected on site; 2) details of the size of each type of land use?		None 1 2 1+2	
3		Does the travel plan include introductory text that adequately sets the scene, including details of any proposed or known occupiers?	The travel plan should be clear about the nature and context of the development. The plan should also establish its purpose at an early stage and be clear who has prepared the document and who will responsible for the plan's implementation ultimately. The plan should be clear about whether any occupiers have been identified.	No Yes	3
4	✓	Does the plan include details of the number of staff expected on site?	Provide as much detail as possible e.g. breakdown of full-time/part-time employees, and number of staff expected on site at any one time.	No Yes	
5		Does the plan include details of the number of other users (e.g. visitors, deliveries) expected on site, if these are likely to be significant?		No Yes N/a	
6		Does the travel plan include details of how build-out of the development will be phased?		No Yes	

7		Has a completed iTRACE pro-forma document been submitted with the travel plan?		No Yes	2
8		Does the Framework Travel Plan include a commitment for occupiers of the site to develop individual travel plans within the context of the over-arching plan?	Where thresholds are met, occupiers should develop site-specific travel plans	0 1	
Policy and Best Practice					
9		Does the travel plan include reference to 1) national and regional policy and 2) local/borough policies linked to travel planning?	National: this may include PPG13 and Transport White Paper(s) Regional: this may include The London Plan and The Mayor's Transport Strategy Local: the travel plan should include reference to borough specific documents such as the Local Implementation Plan and relevant documents from the Local Development Framework (or Unitary Development Plan)	None 1 2 1+2	
10		Does the travel plan demonstrate awareness of travel planning best practice?	Reference to sources of Travel plan best practice for example Transport for London's 'Guidance for Workplace Travel Planning for development' or 'Guidance for residential travel planning in London' or documents such as 'Making Smarter Choices Work'	No Yes	
Site Assessment					
11		Are details of the local road network provided?		No Yes	
12		Is walking infrastructure in and around the site considered?	The travel plan should refer to quality of the walking environment onsite and on local streets, focusing particularly on routes to local transport and other amenities.	No Yes	

13		Is cycling infrastructure in and around the site considered?	The travel plan should give details of the quality and availability of cycle infrastructure around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g. cycle routes, cycle parking) that will be introduced as part of the development should be included. Where possible the travel plan should also outline organisation policies and other initiatives that will influence the take-up of cycling e.g. tax-free cycle purchase schemes, provision of cycle training etc.	No Yes	
14		Is use of the car considered?	The plan should outline car related initiatives that are in place e.g. car park management policies, car clubs in the local area, car-sharing, pool cars etc.	No Yes	
15		Have details of all relevant public transport services been provided?	The travel plan should provide an overview of public transport options, routes available, hours of operation and frequency of services. It should include details about the quality of stops and stations including lighting, cleanliness, cover, real-time information etc. Where possible, it should also outline organisation policies that influence travel by public transport e.g. provision of season ticket loans.	No Yes	3
Travel Survey					
16	✓	Have iTRACE (TRAVL where applicable) compliant site user travel surveys been proposed?	The plan should specify when travel surveys will be undertaken – this will usually be within 3 months of occupation. For more information see A New Way to Plan guidance note: 'Travel Planning in London iTRACE Compliance/TRAVL Compliance – a Standardised Approach to Monitoring'.	No Yes	3
17		Has an appropriate survey methodology been proposed?		No Yes	2
28	✓	Is a baseline modal split (or maximum number of trips per day) identified for the site?		No Yes	3

Objectives					
19		Does the travel plan include relevant objectives that are linked to the specific context of the site?		No Yes	
20		Do objectives cover a range of outcomes e.g. environment and health?		No Yes	
Targets					
21	✓	Has a target for mode share of single occupancy vehicles been proposed?		No Yes	3
22	✓	Are the targets SMART (in particular is it clear how progress towards them will be measured)?	Targets should be Specific, Measureable, Attainable, Realistic, Time-bound. It may be helpful to use home postcode plots to understand the potential for switching to different modes to ensure targets are realistic. Information from the Transport Assessment can also usefully inform target setting.	No Yes	3
23	✓	Have targets appropriate to the phasing of the development been set?	Targets should relate back to the transport assessment.	No Yes	3
24		Are targets linked to objectives?		No Yes	
25		Is it clear when targets will be finalised?	The travel plan should include indicative baseline targets based on data from, for example, TRAVL, the Transport Assessment or census, but must also include proposals for when these indicative targets will be revised to reflect actual travel data collected from the site post-occupation.	No Yes	3
Travel Plan Management					
26		Has a site wide Travel Plan Co-ordinator been proposed?	Nominated point of contact should be provided in the absence of a named TP Co-ordinator.	No Yes	2
27		Have Travel Plan Coordinators been proposed for individual occupiers?		No Yes	2

28		1) Have the Travel Plan Co-ordinator roles and responsibilities been made clear; 2) Is the amount of time they will spend on the travel plan sufficient?	Roles may include development/management/distribution of marketing and promotional materials, providing personal travel planning advice, managing welcome packs for residents/new staff, and travel plan monitoring.	None 1 2 1+2	8
29		Is it clear what marketing activities will be 1) carried out and 2) by whom?	Score 1 point for each element.	None 1 2 1+2	
Measures					
30		Are site wide walking measures proposed?	This should include routes in and around the site.	No Yes	
31		Are site wide cycling measures proposed?	As well as infrastructure e.g. cycle parking and shower/locker facilities, organisational policies and other initiatives that encourage cycling should be considered e.g. cycle mileage for business travel, bike maintenance sessions.	No Yes	
32		Are site wide public transport measures proposed?		No Yes	
33		Is the action plan clear about how and when travel plans will be developed among occupying organisations?	Measures that encourage staff to travel sustainably to/from or in the course of work should be considered.	No Yes	
34		Are site wide car-share/car club measures proposed?	This could include appointment of a car-club operator for the site or designated car-share parking bays.	No Yes	
35		Is a site wide car parking management plan proposed?		No Yes	
36		Are there measures linked to reducing the need to travel?		No Yes	
37		To what extent do measures support the objectives of the travel plan and context of the site?	Score the travel plan 0-3: 0 points for measures that are not clearly linked to objectives and context, and a maximum 3 points for travel plans with measures that are clearly linked to objectives and context.	0 1 2 3	

Monitoring and Review					
38	✓	Is a clear monitoring programme that adheres to the standardised approach included?	Monitoring should occur in years 1 (baseline), 3 and 5. For more information see chapter 5 of TfL's 'Guidance for residential travel planning in London'.	No Yes	5
39	✓	Is it clear who will have responsibility for monitoring?		No Yes	
Action Plan					
40		Is an Action Plan provided which includes: 1) short/medium/long term actions; 2) timescales and responsibilities?		None 1 2 1+2	
Securing and Enforcement					
41	✓	Is it clear how the travel plan will be secured?	The plan should state which measures are in place to ensure travel plan is undertaken effectively e.g. sanctions tied into S106. Relevant excerpts from the S106 agreement or planning conditions should be included in the travel plan.	No Yes	2
42		Is a section 106 agreement drafted/ in place that ensures the delivery of the travel plan and/or its measures?		No Yes N/a	2
43		Is the travel plan consistent with the S106 agreement?		No Yes	2
Travel Plan Funding					
44		Have funding streams been identified?	It is important that a funding stream for the implementation of travel plan is secured in the early stages of the development process. Identifying a funding stream is a good indicator of commitment to the plan.	No Yes	2
45		Has a budget been set for travel plan measures?	A good budget would identify how each element of the travel plan delivery would be paid for including marketing components and physical measures.	No Yes	2

46		Are the funding implications clear for the: 1) travel plan co-ordinator 2) monitoring programme?		None 1 2 1+2	8
Final Comments					
47		Have you got any final comments?			

4.1

Framework Workplace with Residential

Question Number	Essential Question?	Question text	Info box text	Scoring options	Weighted scores
Background					
1		Does the travel plan include 1) full address of the development and 2) contact details for the person responsible for preparing the travel plan?		None 1 2 1+2	
2		Does the travel plan include: 1) a breakdown of the different land uses expected on site; 2) details of the size of each type of land use?		None 1 2 1+2	
3		Does the travel plan include introductory text that adequately sets the scene, including details of any proposed or known occupiers?	The travel plan should be clear about the nature and context of the development. The plan should also establish its purpose at an early stage and be clear who has prepared the document and who will responsible for the plan's implementation ultimately. The plan should be clear about whether any occupiers have been identified.	No Yes	3
4	✓	Does the plan include details of the number of staff expected on site?	Provide as much detail as possible e.g. breakdown of full-time/part-time employees, and number of staff expected on site at any one time.	No Yes	
5	✓	Does the plan include details of the number of residents expected on site?		No Yes	
6		Does the plan include details of the number of other users (e.g. visitors, deliveries) expected on site, if these are likely to be significant?		No Yes N/a	

7		Does the travel plan include details of how build-out of the development will be phased?		No Yes	
8		Has a completed iTRACE pro-forma document been submitted with the travel plan?		No Yes	2
9		Does the Framework Travel Plan include a commitment for occupiers of the site to develop individual travel plans within the context of the over-arching plan?	Where thresholds are met, occupiers should develop site-specific travel plans	0 1	
Policy and Best Practice					
10		Does the travel plan include reference to 1) national and regional policy and 2) local/borough policies linked to travel planning?	National: this may include PPG13 and Transport White Paper(s) Regional: this may include The London Plan and The Mayor's Transport Strategy Local: the travel plan should include reference to borough specific documents such as the Local Implementation Plan and relevant documents from the Local Development Framework (or Unitary Development Plan)	None 1 2 1+2	
11		Does the travel plan demonstrate awareness of travel planning best practice?	Reference to sources of Travel plan best practice for example Transport for London's 'Guidance for Workplace Travel Planning for development' or 'Guidance for residential travel planning in London' or documents such as 'Making Smarter Choices Work'	No Yes	
Site Assessment					
12		Are details of the local road network provided?		No Yes	
13		Is walking infrastructure in and around the site considered?	The travel plan should refer to quality of the walking environment onsite and on local streets, focusing particularly on routes to local transport and other amenities.	No Yes	

14		Is cycling infrastructure in and around the site considered?	The travel plan should give details of the quality and availability of cycle infrastructure around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g. cycle routes, cycle parking) that will be introduced as part of the development should be included. Where possible the travel plan should also outline organisation policies and other initiatives that will influence the take-up of cycling e.g. tax-free cycle purchase schemes, provision of cycle training etc.	No Yes	
15		Is use of the car considered?	The plan should outline car related initiatives that are in place e.g. car park management policies, car clubs in the local area, car-sharing, pool cars etc.	No Yes	
16		Have details of all relevant public transport services been provided?	The travel plan should provide an overview of public transport options, routes available, hours of operation and frequency of services. It should include details about the quality of stops and stations including lighting, cleanliness, cover, real-time information etc. Where possible, it should also outline organisation policies that influence travel by public transport e.g. provision of season ticket loans.	No Yes	3
17		Is it clear what local services/ amenities are accessible from the site?		No Yes	2
Travel Survey					
18	✓	Have iTRACE (TRAVL where applicable) compliant site user travel surveys been proposed?	The plan should specify when travel surveys will be undertaken – this will usually be within 3 months of occupation. For more information see A New Way to Plan guidance note: 'Travel Planning in London iTRACE Compliancy/TRAVL Compliancy – a Standardised Approach to Monitoring'.	No Yes	3
19		Has an appropriate survey methodology been proposed?		No Yes	2

20	✓	Is a baseline modal split (or maximum number of trips per day) identified for the site?		No Yes	3
Objectives					
21		Does the travel plan include relevant objectives that are linked to the specific context of the site?		No Yes	
22		Do objectives cover a range of outcomes e.g. environment and health?		No Yes	
Targets					
23	✓	Has a target for mode share of single occupancy vehicles been proposed?		No Yes	3
24	✓	Are the targets SMART (in particular is it clear how progress towards them will be measured)?	Targets should be Specific, Measureable, Attainable, Realistic, Time-bound. It may be helpful to use home postcode plots to understand the potential for switching to different modes to ensure targets are realistic. Information from the Transport Assessment can also usefully inform target setting.	No Yes	3
25	✓	Have targets appropriate to the phasing of the development been set?	Targets should relate back to the transport assessment.	No Yes	3
26		Are targets linked to objectives?		No Yes	
27		Is it clear when targets will be finalised?	The travel plan should include indicative baseline targets based on data from, for example, TRAVL, the Transport Assessment or census, but must also include proposals for when these indicative targets will be revised to reflect actual travel data collected from the site post-occupation.	No Yes	3
Travel Plan Management					
28		Has a site wide Travel Plan Co-ordinator been proposed?	Nominated point of contact should be provided in the absence of a named TP Co-ordinator.	No Yes	2
29		Have Travel Plan Coordinators been proposed for individual occupiers?		No Yes	2

30		1) Have the Travel Plan Co-ordinator roles and responsibilities been made clear; 2) Is the amount of time they will spend on the travel plan sufficient?	Roles may include development/management/distribution of marketing and promotional materials, providing personal travel planning advice, managing welcome packs for residents/new staff, and travel plan monitoring.	None 1 2 1+2	8
31		Is it clear what marketing activities will be 1) carried out and 2) by whom?	Score 1 point for each element.	None 1 2 1+2	
Measures					
32		Are site wide walking measures proposed?	This should include routes in and around the site.	No Yes	
33		Are site wide cycling measures proposed?	As well as infrastructure e.g. cycle parking and shower/locker facilities, organisational policies and other initiatives that encourage cycling should be considered e.g. cycle mileage for business travel, bike maintenance sessions.	No Yes	
34		Are site wide public transport measures proposed?		No Yes	
35		Is the action plan clear about how and when travel plans will be developed among occupying organisations?	Measures that encourage staff to travel sustainably to/from or in the course of work should be considered.	No Yes	
36		Are site wide car-share/car club measures proposed?	This could include appointment of a car-club operator for the site or designated car-share parking bays.	No Yes	
37		Is a site wide car parking management plan proposed?		No Yes	
38		Are there measures linked to reducing the need to travel?		No Yes	
39		To what extent do measures support the objectives of the travel plan and context of the site?	Score the travel plan 0-3: 0 points for measures that are not clearly linked to objectives and context, and a maximum 3 points for travel plans with measures that are clearly linked to objectives and context.	0 1 2 3	

Monitoring And Review					
40	✓	Is a clear monitoring programme that adheres to the standardised approach included?	Monitoring should occur in years 1 (baseline),3 and 5. For more information see chapter 5 of TfL's 'Guidance for residential travel planning in London'.	No Yes	5
41	✓	Is it clear who will have responsibility for monitoring?		No Yes	
Action Plan					
42		Is an Action Plan provided which includes: 1) short/medium/long term actions; 2) timescales and responsibilities?		None 1 2 1+2	
Securing and Enforcement					
43	✓	Is it clear how the travel plan will be secured?	The plan should state which measures are in place to ensure travel plan is undertaken effectively e.g. sanctions tied into S106. Relevant excerpts from the S106 agreement or planning conditions should be included in the travel plan.	No Yes	2
44		Is a section 106 agreement drafted/ in place that ensures the delivery of the travel plan and/or its measures?		No Yes N/a	2
45		Is the travel plan consistent with the S106 agreement?		No Yes	2
Travel Plan Funding					
46		Have funding streams been identified?	It is important that a funding stream for the implementation of travel plan is secured in the early stages of the development process. Identifying a funding stream is a good indicator of commitment to the plan.	No Yes	2
47		Has a budget been set for travel plan measures?	A good budget would identify how each element of the travel plan delivery would be paid for including marketing components and physical measures.	No Yes	2

48		Are the funding implications clear for the: 1) travel plan co-ordinator 2) monitoring programme?		None 1 2 1+2	8
Final Comments					
49		Have you got any final comments?			

4.2

4.3

Workplace Full Standard

Question Number	Essential Question?	Question text	Info box text	Scoring options	Weighted scores
Background					
1		Does the travel plan include 1) full address of the development and 2) contact details for the person responsible for preparing the travel plan?		None 1 2 1+2	
2	✓	Does the plan include details of the number of staff expected on site?	Provide as much detail as possible e.g. breakdown of full-time/part-time employees, and number of staff expected on site at any one time.	No Yes	
3		Does the plan include details of the number of other users (e.g. visitors, deliveries) expected on site, if these are likely to be significant?		No Yes N/a	
4		Does the travel plan include introductory text that adequately sets the scene?	The travel plan should be clear about the nature and context of the development, and which users are covered by the plan. The plan should also establish its purpose at an early stage and set out the benefits of a travel plan.	No Yes	3
5		Has a completed iTRACE pro-forma document been submitted with the travel plan?	The iTRACE pro-forma includes general information about the site. It is available from the London iTRACE website.	No Yes	2

Site Assessment					
6		Does the travel plan include reference to: 1) national and regional travel plan policy; 2) local/borough policies linked to travel planning?	<p>National: this may include PPG13 and Transport White Paper(s)</p> <p>Regional: this may include The London Plan and The Mayor's Transport Strategy</p> <p>Local: the travel plan should include reference to borough specific documents such as the Local Implementation Plan and relevant documents from the Local Development Framework (or Unitary Development Plan)</p>	<p>None</p> <p>1</p> <p>2</p> <p>1+2</p>	
7		Does the travel plan demonstrate awareness of travel planning best practice?	Reference to sources of Travel plan best practice for example Transport for London's 'Guidance for Workplace Travel Planning for development' or 'Guidance for residential travel planning in London' or documents such as 'Making Smarter Choices Work'	<p>No</p> <p>Yes</p>	
Site Assessment					
8		Is the location of the development clearly defined – including details of the local road network?	Boundaries and access points for all modes of transport should be defined.	<p>No</p> <p>Yes</p>	
9		Is walking infrastructure in and around the site considered?	The travel plan should refer to quality of the walking environment onsite and on local streets, focusing particularly on routes to local transport and other amenities.	<p>No</p> <p>Yes</p>	
10		Is cycling infrastructure in and around the site considered?	The travel plan should give details of the quality and availability of cycle infrastructure around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g. cycle routes, cycle parking) that will be introduced as part of the development should be included. Where possible the travel plan should also outline organisation policies and other initiatives that will influence the take-up of cycling e.g. tax-free cycle purchase schemes, provision of cycle training etc.	<p>No</p> <p>Yes</p>	

11		Is use of the car considered?	The plan should outline car related initiatives that are in place e.g. car park management policies, car clubs in the local area, car-sharing, pool cars etc.	No Yes	
12		Have details of all relevant public transport services been provided?	The travel plan should provide an overview of public transport options, routes available, hours of operation and frequency of services. It should include details about the quality of stops and stations including lighting, cleanliness, cover, real-time information etc. Where possible, it should also outline organisation policies that influence travel by public transport e.g. provision of season ticket loans.	No Yes	3
13		Are initiatives/work practices that reduce the need to travel or encourage sustainable travel considered?	The travel plan should outline organisational policies and initiatives in place that support sustainable travel or reduce the need to travel e.g. home working, teleconferencing, flexi-working, sustainable business travel policy.	No Yes	
Travel Survey					
14	✓	Have iTRACE (TRAVL where applicable) compliant site user travel surveys been undertaken?	The plan should specify when travel surveys will be undertaken – this will usually be within 3 months of occupation. For more information see A New Way to Plan guidance note: 'Travel Planning in London iTRACE Compliancy/TRAVL Compliancy – a Standardised Approach to Monitoring'.	No Yes	3
15	✓	Is a baseline modal split (or maximum number of trips per day) identified for the site?	Specifically has a mode share for single occupancy car-use been identified?	No Yes	3
16		Does the travel plan include relevant objectives that are linked to the specific context of the site?		No Yes	
Objectives					
17		Do objectives cover a range of outcomes e.g. environment and health?		No Yes	
18	✓	Has a target for mode share of single occupancy vehicles been proposed?		No Yes	3

Targets					
19	✓	Are the targets SMART?	Targets should be Specific, Measureable, Attainable, Realistic, Time-bound. It may be helpful to use home postcode plots to understand the potential for switching to different modes to ensure targets are realistic. Information from the Transport Assessment can also usefully inform target setting.	No Yes	3
20	✓	Have targets been set for 3 and 5 years after occupation?	Targets should have a five year time frame, with interim targets at year 3 of implementation.	No Yes	3
21		Are targets linked to objectives?	Where possible the name of the person who will act as the Travel Plan Co-ordinator (TPC) should be provided. In the absence of this, a nominated point of contact should be provided.	No Yes	
Travel Plan Management					
22	✓	Has a Travel Plan Co-ordinator been identified or is there agreement on when a Co-ordinator will be in place?		No Yes	
23		Is it clear whether the Travel Plan Co-ordinator will be a consultant, part of the developer organisation, or appointed from within the occupying organisation?		No Yes	
24		1) Have the Travel Plan Co-ordinator roles and responsibilities been made clear; 2) Is the amount of time they will spend on the travel plan sufficient?	Roles may include development/management/distribution of marketing and promotional materials, providing personal travel planning advice, managing welcome packs for residents/new staff, and travel plan monitoring.	None 1 2 1+2	8
25		Is it clear what marketing activities will be 1) carried out and 2) by whom?	Score 1 point for each element.	None 1 2 1+2	
Measures					
26		Are there walking measures proposed?	This should include routes in and around the site.	No Yes	

27		Are there cycling measures proposed?	As well as infrastructure e.g. cycle parking and shower/locker facilities, organisational policies and other initiatives that encourage cycling should be considered e.g. cycle mileage for business travel, bike maintenance sessions.	No Yes	
28		Are public transport measures proposed?	Initiatives for all appropriate modes should be considered, including organisational policies.	No Yes	
29		Have measures relating to organisational policy been included?		No Yes	
30		Are car-share/car club measures proposed?		No Yes	
31		Are car parking management measures proposed?		No Yes	
32		Are there measures linked to reducing the need to travel?	This includes 'smarter working' techniques such as home-working, flexi-time, hot-desking, video/audio conferencing.	No Yes	
33		To what extent do measures support the objectives of the travel plan and context of the site?	Score the travel plan 0-3: 0 points for measures that are not clearly linked to objectives and context, and a maximum 3 points for travel plans with measures that are clearly linked to objectives and context.	0 1 2 3	
Monitoring and Review					
34	✓	Is a clear monitoring programme that adheres to the standardised approach included?	Monitoring should occur in years 1 (baseline), 3 and 5. For more information see chapter 5 of TfL's 'Guidance for residential travel planning in London'.	No Yes	5
35	✓	Is it clear who is responsible for monitoring?		No Yes	
Action Plan					
36	✓	Is an Action Plan provided which includes: 1) short/medium/long term actions; 2) timescales and responsibilities?	The action plan should be concise and focus on delivery and implementation of the travel plan. It should summarise all measures/initiatives to be introduced including marketing activities and monitoring.	None 1 2 1+2	

Securing and Enforcement					
37	✓	Is it clear how the travel plan will be secured?	The plan should state which measures are in place to ensure travel plan is undertaken effectively e.g. sanctions tied into S106. Relevant excerpts from the S106 agreement or planning conditions should be included in the travel plan.	No Yes	3
38		Is a section 106 agreement drafted/ in place that ensures the delivery of the travel plan and/or its measures?		No Yes N/a	2
39		Is the travel plan consistent with the S106 agreement?		No Yes N/a	2
Travel Plan Funding					
40		Have funding streams been identified?	It is important that a funding stream for the implementation of the travel plan is secured in the early stages of the development process. Identifying a funding stream is a good indicator of commitment to the plan.	No Yes	2
41		Has a budget been set for travel plan measures?	A good budget would identify how each element of the travel plan delivery would be paid for including marketing components and physical measures.	No Yes	2
42		Are the funding implications clear for the: 1) travel plan co-ordinator 2) monitoring programme?		None 1 2 1+2	8
Final Comments					
43		Do you have any final comments?			

4.5

4.6

Residential Full Standard

Question Number	Essential Question?	Question text	Info box text	Scoring options	Weighted scores
Background					
1		Does the travel plan include 1) full address of the development and 2) contact details for the person responsible for preparing the travel plan?		None 1 2 1+2	
2	✓	Does the plan include details of the number of residents expected on site?		No Yes	
3		Does the plan include details of the number of other users (e.g. visitors, deliveries) expected on site, if these are likely to be significant?		No Yes N/a	
4		Does the travel plan include introductory text that adequately sets the scene?	The travel plan should be clear about the nature and context of the development, and which users are covered by the plan. The plan should also establish its purpose at an early stage and set out the benefits of a travel plan.	No Yes	3
5		Has a completed iTRACE pro-forma document been submitted with the travel plan?	The iTRACE pro-forma includes general information about the site. It is available from the London iTRACE website.	No Yes	2

Policy					
6		Does the travel plan include reference to: 1) national and regional travel plan policy; 2) local/borough policies linked to travel planning?	<p>National: this may include PPG13 and Transport White Paper(s)</p> <p>Regional: this may include The London Plan and The Mayor's Transport Strategy</p> <p>Local: the travel plan should include reference to borough specific documents such as the Local Implementation Plan and relevant documents from the Local Development Framework (or Unitary Development Plan)</p>	<p>None</p> <p>1</p> <p>2</p> <p>1+2</p>	
7		Does the travel plan demonstrate awareness of travel planning best practice?	Reference to sources of Travel plan best practice for example Transport for London's 'Guidance for Workplace Travel Planning for development' or 'Guidance for residential travel planning in London' or documents such as 'Making Smarter Choices Work'	<p>No</p> <p>Yes</p>	
Site Assessment					
8		Is the location of the development clearly defined – including details of the local road network?	Boundaries and access points for all modes of transport should be defined.	<p>No</p> <p>Yes</p>	
9		Is walking infrastructure in and around the site considered?	The travel plan should refer to quality of the walking environment onsite and on local streets, focusing particularly on routes to local transport and other amenities.	<p>No</p> <p>Yes</p>	
10		Is cycling infrastructure in and around the site considered?	The travel plan should give details of the quality and availability of cycle infrastructure around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g. cycle routes, cycle parking) that will be introduced as part of the development should be included. Where possible the travel plan should also outline organisation policies and other initiatives that will influence the take-up of cycling e.g. tax-free cycle purchase schemes, provision of cycle training etc.	<p>No</p> <p>Yes</p>	

11		Is use of the car considered?	The plan should outline car related initiatives that are in place e.g. car park management policies, car clubs in the local area, car-sharing, pool cars etc.	No Yes	
12		Have details of all relevant public transport services been provided?	The travel plan should provide an overview of public transport options, routes available, hours of operation and frequency of services. It should include details about the quality of stops and stations including lighting, cleanliness, cover, real-time information etc. Where possible, it should also outline organisation policies that influence travel by public transport e.g. provision of season ticket loans.	No Yes	3
13		Has a review of local amenities been undertaken?	The plan should consider what services and amenities will be available to residents locally, thus establishing the likelihood that trips to these destinations will be made on foot or by bicycle. Services could include shopping, education and entertainment.	No Yes	
14		Are initiatives/work practices that reduce the need to travel or encourage sustainable travel considered?	The travel plan should outline organisational policies and initiatives in place that support sustainable travel or reduce the need to travel e.g. home working, teleconferencing, flexi-working, sustainable business travel policy.	No Yes	
Travel Survey					
15	✓	Have iTRACE (TRAVL where applicable) compliant site user travel surveys been undertaken?	The plan should specify when travel surveys will be undertaken – this will usually be within 3 months of occupation. For more information see A New Way to Plan guidance note: 'Travel Planning in London iTRACE Compliancy/TRAVL Compliancy – a Standardised Approach to Monitoring'.	No Yes	3
16	✓	Is a baseline modal split (or maximum number of trips per day) identified for the site?	Specifically has a mode share for single occupancy car-use been identified?	No Yes	3

Objectives					
17		Does the travel plan include relevant objectives that are linked to the specific context of the site?		No Yes	
18		Do objectives cover a range of outcomes e.g. environment and health?		No Yes	
Targets					
19	✓	Has a target for mode share of single occupancy vehicles been proposed?		No Yes	3
20	✓	Are the targets SMART?	Targets should be Specific, Measureable, Attainable, Realistic, Time-bound. It may be helpful to use home postcode plots to understand the potential for switching to different modes to ensure targets are realistic. Information from the Transport Assessment can also usefully inform target setting.	No Yes	3
21	✓	Have targets been set for 3 and 5 years after occupation?	Targets should have a five year time frame, with interim targets at year 3 of implementation.	No Yes	3
22		Are targets linked to objectives?	Where possible the name of the person who will act as the Travel Plan Co-ordinator (TPC) should be provided. In the absence of this, a nominated point of contact should be provided.	No Yes	
Travel Plan Management					
23	✓	Has a Travel Plan Co-ordinator been identified or is there agreement on when a Co-ordinator will be in place?		No Yes	
24		Is it clear whether the Travel Plan Co-ordinator will be a consultant, part of the developer organisation, or appointed from within the occupying organisation?		No Yes	

25		1) Have the Travel Plan Co-ordinator roles and responsibilities been made clear; 2) Is the amount of time they will spend on the travel plan sufficient?	Roles may include development/management/distribution of marketing and promotional materials, providing personal travel planning advice, managing welcome packs for residents/new staff, and travel plan monitoring.	None 1 2 1+2	8
26		Is it clear what marketing activities will be 1) carried out and 2) by whom?	Score 1 point for each element.	None 1 2 1+2	
Measures					
27		Are there walking measures proposed?	This should include routes in and around the site.	No Yes	
28		Are there cycling measures proposed?	As well as infrastructure e.g. cycle parking and shower/locker facilities, organisational policies and other initiatives that encourage cycling should be considered e.g. cycle mileage for business travel, bike maintenance sessions.	No Yes	
29		Are public transport measures proposed?	Initiatives for all appropriate modes should be considered, including organisational policies.	No Yes	
30		Are car-share/car club measures proposed?		No Yes	
31		Are car parking management measures proposed?		No Yes	
32		Are there measures linked to reducing the need to travel?	This includes 'smarter working' techniques such as home-working, flexi-time, hot-desking, video/audio conferencing.	No Yes	
33		To what extent do measures support the objectives of the travel plan and context of the site?	Score the travel plan 0-3: 0 points for measures that are not clearly linked to objectives and context, and a maximum 3 points for travel plans with measures that are clearly linked to objectives and context.	0 1 2 3	

Monitoring And Review					
34	✓	Is a clear monitoring programme that adheres to the standardised approach included?	Monitoring should occur in years 1 (baseline), 3 and 5. For more information see chapter 5 of TfL's 'Guidance for residential travel planning in London'.	No Yes	5
35	✓	Is it clear who is responsible for monitoring?		No Yes	
Action Plan					
36	✓	Is an Action Plan provided which includes: 1) short/medium/long term actions; 2) timescales and responsibilities?	The action plan should be concise and focus on delivery and implementation of the travel plan. It should summarise all measures/initiatives to be introduced including marketing activities and monitoring.	None 1 2 1+2	
Securing and Enforcement					
37	✓	Is it clear how the travel plan will be secured?	The plan should state which measures are in place to ensure travel plan is undertaken effectively e.g. sanctions tied into S106. Relevant excerpts from the S106 agreement or planning conditions should be included in the travel plan.	No Yes	3
38		Is a section 106 agreement drafted/ in place that ensures the delivery of the travel plan and/or its measures?		No Yes N/a	2
39		Is the travel plan consistent with the S106 agreement?		No Yes N/a	2
Travel Plan Funding					
40		Have funding streams been identified?	It is important that a funding stream for the implementation of the travel plan is secured in the early stages of the development process. Identifying a funding stream is a good indicator of commitment to the plan.	No Yes	2
41		Has a budget been set for travel plan measures?	A good budget would identify how each element of the travel plan delivery would be paid for including marketing components and physical measures.	No Yes	2

42		Are the funding implications clear for the: 1) travel plan co-ordinator 2) monitoring programme?		None	8
				1	
				2	
				1+2	
Final Comments					
43		Do you have any final comments?			

4.7

4.8

Workplace Full Interim

Question Number	Essential Question?	Question text	Info box text	Scoring options	Weighted scores
Background					
1		Does the travel plan include 1) full address of the development and 2) contact details for the person responsible for preparing the travel plan?		None 1 2 1+2	
2	✓	Does the plan include details of the number of staff expected on site?	Provide as much detail as possible e.g. breakdown of full-time/part-time employees, and number of staff expected on site at any one time.	No Yes	
3		Does the plan include details of the number of other users (e.g. visitors, deliveries) expected on site, if these are likely to be significant?		No Yes N/a	
4		Does the travel plan include introductory text that adequately sets the scene?	The travel plan should be clear about the nature and context of the development, and which users are covered by the plan. The plan should also establish its purpose at an early stage and set out the benefits of a travel plan.	No Yes	3
5		Has a completed iTRACE pro-forma document been submitted with the travel plan?	The iTRACE pro-forma includes general information about the site. It is available from the London iTRACE website.	No Yes	2

Policy					
6		Does the travel plan include reference to: 1) national and regional travel plan policy; 2) local/borough policies linked to travel planning?	National: this may include PPG13 and Transport White Paper(s) Regional: this may include The London Plan and The Mayor's Transport Strategy Local: the travel plan should include reference to borough specific documents such as the Local Implementation Plan and relevant documents from the Local Development Framework (or Unitary Development Plan)	None 1 2 1+2	
7		Does the travel plan demonstrate awareness of travel planning best practice?	Reference to sources of Travel plan best practice for example Transport for London's 'Guidance for Workplace Travel Planning for development' or 'Guidance for residential travel planning in London' or documents such as 'Making Smarter Choices Work'	No Yes	
Site Assessment					
8		Are details of the local road network provided?		No Yes	
9		Is walking infrastructure in and around the site considered?	The travel plan should refer to quality of the walking environment onsite and on local streets, focusing particularly on routes to local transport and other amenities.	No Yes	
10		Is cycling infrastructure in and around the site considered?	The travel plan should give details of the quality and availability of cycle infrastructure around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g. cycle routes, cycle parking) that will be introduced as part of the development should be included. Where possible the travel plan should also outline organisation policies and other initiatives that will influence the take-up of cycling e.g. tax-free cycle purchase schemes, provision of cycle training etc.	No Yes	

11		Is use of the car considered?	The plan should outline car related initiatives that are in place e.g. car park management policies, car clubs in the local area, car-sharing, pool cars etc.	No Yes	
12		Have details of all relevant public transport services been provided?	The travel plan should provide an overview of public transport options, routes available, hours of operation and frequency of services. It should include details about the quality of stops and stations including lighting, cleanliness, cover, real-time information etc. Where possible, it should also outline organisation policies that influence travel by public transport e.g. provision of season ticket loans.	No Yes	3
Travel Survey					
13	✓	Have iTRACE (TRAVL where applicable) compliant site user travel surveys been undertaken?	The plan should specify when travel surveys will be undertaken – this will usually be within 3 months of occupation. For more information see A New Way to Plan guidance note: 'Travel Planning in London iTRACE Compliancy/TRAVL Compliancy – a Standardised Approach to Monitoring'.	No Yes	3
14		Is the travel plan based on data either from TRAVL, the Transport Assessment, the census or other local data?		No Yes	3
15	✓	Is a baseline modal split (or maximum number of trips per day) identified for the site?	Specifically has a mode share for single occupancy car-use been identified?	No Yes	3
Objectives					
16		Does the travel plan include relevant objectives that are linked to the specific context of the site?		No Yes	
17		Do objectives cover a range of outcomes e.g. environment and health?		No Yes	

Targets					
18	✓	Has a target for mode share of single occupancy vehicles been proposed?		No Yes	3
19	✓	Are the targets SMART?	Targets should be Specific, Measureable, Attainable, Realistic, Time-bound. It may be helpful to use home postcode plots to understand the potential for switching to different modes to ensure targets are realistic. Information from the Transport Assessment can also usefully inform target setting.	No Yes	3
20	✓	Have targets been set for 3 and 5 years after occupation?	Targets should have a five year time frame, with interim targets at year 3 of implementation.	No Yes	3
21		Are targets linked to objectives?	Where possible the name of the person who will act as the Travel Plan Co-ordinator (TPC) should be provided. In the absence of this, a nominated point of contact should be provided.	No Yes	
22		Is it clear when targets will be finalised?	The travel plan should include indicative baseline targets based on data from, for example, TRAVL, the Transport Assessment or census, but must also include proposals for when these indicatives targets will be revised to reflect actual travel data collected from the site post-occupation.	No Yes	
Travel Plan Management					
23	✓	Has a Travel Plan Co-ordinator been identified or is there agreement on when a Co-ordinator will be in place?		No Yes	
24		Is it clear whether the Travel Plan Co-ordinator will be a consultant, part of the developer organisation, or appointed from within the occupying organisation?		No Yes	

25		1) Have the Travel Plan Co-ordinator roles and responsibilities been made clear; 2) Is the amount of time they will spend on the travel plan sufficient?	Roles may include development/management/distribution of marketing and promotional materials, providing personal travel planning advice, managing welcome packs for residents/new staff, and travel plan monitoring.	None 1 2 1+2	8
26		Is it clear what marketing activities will be 1) carried out and 2) by whom?	Score 1 point for each element.	None 1 2 1+2	
Measures					
27		Are there walking measures proposed?	This should include routes in and around the site.	No Yes	
28		Are there cycling measures proposed?	As well as infrastructure e.g. cycle parking and shower/locker facilities, organisational policies and other initiatives that encourage cycling should be considered e.g. cycle mileage for business travel, bike maintenance sessions.	No Yes	
29		Have measures relating to organisational policy been included?	Measures that encourage staff to travel sustainable to/from, or in the course of work should be considered.	No Yes	
30		Are public transport measures proposed?	Initiatives for all appropriate modes should be considered, including organisational policies.	No Yes	
31		Are car-share/car club measures proposed?		No Yes	
32		Are car parking management measures proposed?		No Yes	
33		Are there measures linked to reducing the need to travel?	This includes 'smarter working' techniques such as home-working, flexi-time, hot-desking, video/audio conferencing.	No Yes	

34		To what extent do measures support the objectives of the travel plan and context of the site?	Score the travel plan 0-3: 0 points for measures that are not clearly linked to objectives and context, and a maximum 3 points for travel plans with measures that are clearly linked to objectives and context.	0 1 2 3	
Monitoring and Review					
35	✓	Is a clear monitoring programme that adheres to the standardised approach included?	Monitoring should occur in years 1 (baseline), 3 and 5. For more information see chapter 5 of TfL's 'Guidance for residential travel planning in London'.	No Yes	5
36	✓	Is it clear who is responsible for monitoring?		No Yes	
Action Plan					
37	✓	Is an Action Plan provided which includes: 1) short/medium/long term actions; 2) timescales and responsibilities?	The action plan should be concise and focus on delivery and implementation of the travel plan. It should summarise all measures/initiatives to be introduced including marketing activities and monitoring.	None 1 2 1+2	
Securing and Enforcement					
38	✓	Is it clear how the travel plan will be secured?	The plan should state which measures are in place to ensure travel plan is undertaken effectively e.g. sanctions tied into S106. Relevant excerpts from the S106 agreement or planning conditions should be included in the travel plan.	No Yes	3
39		Is a section 106 agreement drafted/ in place that ensures the delivery of the travel plan and/or its measures?		No Yes N/a	2
40		Is the travel plan consistent with the S106 agreement?		No Yes N/a	2

Travel Plan Funding					
41		Have funding streams been identified?	It is important that a funding stream for implementation of the travel plan is secured in the early stages of the development process. Identifying a funding stream is a good indicator of commitment to the plan.	No Yes	2
42		Has a budget been set for travel plan measures?	A good budget would identify how each element of the travel plan delivery would be paid for including marketing components and physical measures.	No Yes	2
43		Are the funding implications clear for the: 1) travel plan co-ordinator 2) monitoring programme?		None 1 2 1+2	8
Final Comments					
44		Do you have any final comments?			

4.9

Residential Full Interim

Question Number	Essential Question?	Question text	Info box text	Scoring options	Weighted scores
Background					
1		Does the travel plan include 1) full address of the development and 2) contact details for the person responsible for preparing the travel plan?		None 1 2 1+2	
2		Does the plan include details of the number of other users (e.g. visitors, deliveries) expected on site, if these are likely to be significant?			
3	✓	Does the plan include details of the number of residents expected on site?		No Yes	
4		Does the travel plan include introductory text that adequately sets the scene?	The travel plan should be clear about the nature and context of the development, and which users are covered by the plan. The plan should also establish its purpose at an early stage and set out the benefits of a travel plan.	No Yes	3
5		Has a completed iTRACE pro-forma document been submitted with the travel plan?	The iTRACE pro-forma includes general information about the site. It is available from the London iTRACE website.	No Yes	2

Policy					
6		Does the travel plan include reference to: 1) national and regional travel plan policy; 2) local/borough policies linked to travel planning?	National: this may include PPG13 and Transport White Paper(s) Regional: this may include The London Plan and The Mayor's Transport Strategy Local: the travel plan should include reference to borough specific documents such as the Local Implementation Plan and relevant documents from the Local Development Framework (or Unitary Development Plan)	None 1 2 1+2	
7		Does the travel plan demonstrate awareness of travel planning best practice?	Reference to sources of Travel plan best practice for example Transport for London's 'Guidance for Workplace Travel Planning for development' or 'Guidance for residential travel planning in London' or documents such as 'Making Smarter Choices Work'	No Yes	
Site Assessment					
8		Are details of the local road network provided?		No Yes	
9		Is walking infrastructure in and around the site considered?	The travel plan should refer to quality of the walking environment onsite and on local streets, focusing particularly on routes to local transport and other amenities.	No Yes	
10		Is cycling infrastructure in and around the site considered?	The travel plan should give details of the quality and availability of cycle infrastructure around the site and consider how amenable local roads are to cycling. Details about the cycle infrastructure (e.g. cycle routes, cycle parking) that will be introduced as part of the development should be included. Where possible the travel plan should also outline organisation policies and other initiatives that will influence the take-up of cycling e.g. tax-free cycle purchase schemes, provision of cycle training etc.	No Yes	

11		Is use of the car considered?	The plan should outline car related initiatives that are in place e.g. car park management policies, car clubs in the local area, car-sharing, pool cars etc.	No Yes	
12		Have details of all relevant public transport services been provided?	The travel plan should provide an overview of public transport options, routes available, hours of operation and frequency of services. It should include details about the quality of stops and stations including lighting, cleanliness, cover, real-time information etc. Where possible, it should also outline organisation policies that influence travel by public transport e.g. provision of season ticket loans.	No Yes	3
13		Has a review of local amenities been undertaken?	The plan should consider what services and amenities will be available to residents locally, thus establishing the likelihood that trips to these destinations will be made on foot or by bicycle. Services could include shopping, education and entertainment.	No Yes	
Travel Survey					
14	✓	Have iTRACE (TRAVL where applicable) compliant site user travel surveys been undertaken?	The plan should specify when travel surveys will be undertaken – this will usually be within 3 months of occupation. For more information see A New Way to Plan guidance note: 'Travel Planning in London iTRACE Compliancy/TRAVL Compliancy – a Standardised Approach to Monitoring'.	No Yes	3
15		Is the travel plan based on data either from TRAVL, the Transport Assessment, the census or other local data?		No Yes	3
16	✓	Is a baseline modal split (or maximum number of trips per day) identified for the site?	Specifically has a mode share for single occupancy car-use been identified?	No Yes	3
Objectives					
17		Does the travel plan include relevant objectives that are linked to the specific context of the site?		No Yes	
18		Do objectives cover a range of outcomes e.g. environment and health?		No Yes	

Targets					
19	✓	Has a target for mode share of single occupancy vehicles been proposed?		No Yes	3
20	✓	Are the targets SMART?	Targets should be Specific, Measureable, Attainable, Realistic, Time-bound. It may be helpful to use home postcode plots to understand the potential for switching to different modes to ensure targets are realistic. Information from the Transport Assessment can also usefully inform target setting.	No Yes	3
21	✓	Have targets been set for 3 and 5 years after occupation?	Targets should have a five year time frame, with interim targets at year 3 of implementation.	No Yes	3
22		Are targets linked to objectives?	Where possible the name of the person who will act as the Travel Plan Co-ordinator (TPC) should be provided. In the absence of this, a nominated point of contact should be provided.	No Yes	
23		Is it clear when targets will be finalised?	The travel plan should include indicative baseline targets based on data from, for example, TRAVL, the Transport Assessment or census, but must also include proposals for when these indicatives targets will be revised to reflect actual travel data collected from the site post-occupation.	No Yes	
Travel Plan Management					
24	✓	Has a Travel Plan Co-ordinator been identified or is there agreement on when a Co-ordinator will be in place?		No Yes	
25		Is it clear whether the Travel Plan Co-ordinator will be a consultant, part of the developer organisation, or appointed from within the occupying organisation?		No Yes	
26		1) Have the Travel Plan Co-ordinator roles and responsibilities been made clear; 2) Is the amount of time they will spend on the travel plan sufficient?	Roles may include development/management/distribution of marketing and promotional materials, providing personal travel planning advice, managing welcome packs for residents/new staff, and travel plan monitoring.	None 1 2 1+2	8

27		Is it clear what marketing activities will be 1) carried out and 2) by whom?	Score 1 point for each element.	None 1 2 1+2	
Measures					
28		Are there walking measures proposed?	This should include routes in and around the site.	No Yes	
29		Are there cycling measures proposed?	As well as infrastructure e.g. cycle parking and shower/locker facilities, organisational policies and other initiatives that encourage cycling should be considered e.g. cycle mileage for business travel, bike maintenance sessions.	No Yes	
30		Are public transport measures proposed?	Initiatives for all appropriate modes should be considered, including organisational policies.	No Yes	
31		Are car-share/car club measures proposed?		No Yes	
32		Are car parking management measures proposed?		No Yes	
33		Are there measures linked to reducing the need to travel?	This includes 'smarter working' techniques such as home-working, flexi-time, hot-desking, video/audio conferencing.	No Yes	
34		To what extent do measures support the objectives of the travel plan and context of the site?	Score the travel plan 0-3: 0 points for measures that are not clearly linked to objectives and context, and a maximum 3 points for travel plans with measures that are clearly linked to objectives and context.	0 1 2 3	
Monitoring and Review					
35	✓	Is a clear monitoring programme that adheres to the standardised approach included?	Monitoring should occur in years 1 (baseline), 3 and 5. For more information see chapter 5 of TfL's 'Guidance for residential travel planning in London'.	No Yes	5
36	✓	Is it clear who is responsible for monitoring?		No Yes	

Action Plan					
37	✓	Is an Action Plan provided which includes: 1) short/medium/long term actions; 2) timescales and responsibilities?	The action plan should be concise and focus on delivery and implementation of the travel plan. It should summarise all measures/initiatives to be introduced including marketing activities and monitoring.	None 1 2 1+2	
Securing and Enforcement					
38	✓	Is it clear how the travel plan will be secured?	The plan should state which measures are in place to ensure travel plan is undertaken effectively e.g. sanctions tied into S106. Relevant excerpts from the S106 agreement or planning conditions should be included in the travel plan.	No Yes	3
39		Is a section 106 agreement drafted/ in place that ensures the delivery of the travel plan and/or its measures?		No Yes N/a	2
40		Is the travel plan consistent with the S106 agreement?		No Yes N/a	2
Travel Plan Funding					
41		Have funding streams been identified?	It is important that a funding stream for implementation of the travel plan is secured in the early stages of the development process. Identifying a funding stream is a good indicator of commitment to the plan.	No Yes	2
42		Has a budget been set for travel plan measures?	A good budget would identify how each element of the travel plan delivery would be paid for including marketing components and physical measures.	No Yes	2
43		Are the funding implications clear for the: 1) travel plan co-ordinator 2) monitoring programme?		None 1 2 1+2	8
Final Comments					
44		Do you have any final comments?			